



## AMHERST FIRE DEPARTMENT

Massachusetts

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### **Knox box requirements for fire department access**

#### **Purchasing a key vault (Knox Box)**

Knox Box is the only acceptable key vault for use in the Town of Amherst and on the Campus of the University of Massachusetts. To purchase a Knox Box key vault you may go to [www.knoxbox.com](http://www.knoxbox.com) web site to order. Our ordering parameters have been established on the site.

When ordering a Knox Box key vaults for projects on:

1. The University of Massachusetts a dual key core shall be used. 1 keyed for AFD and other keyed for UMPD.
2. The University of Massachusetts but part of the structure is in Hadley then the dual key core shall be keyed to AFD and Hadley FD.

For buildings containing an elevator with elevator lobby an elevator Rescue Key Knox Box will be required.

#### **Location and installation of the Knox Box**

The Knox Box shall be located at the fire departments primary response location.

The shall be installed at a mounting height of 48"

The box is installed by its owner.

The vault shall contain all interior and exterior master keys to include fire alarm keys.

The building owner's contact information shall be contained in the key vault.

Note: Once the key box is installed you need to contact the fire department business office to arrange for someone to come and secure your keys in the key box.

#### **Maintenance**

Once a year the lock should be cleaned and lubricated. Upon sale or transfer the property the owner's contact information should be check and updated.